

US Naval Academy - Office of Memorial Affairs
Checklist and Resources for Inurnment and Funeral Planning

Name: _____ Date & Time of Service: _____

Type of Service: _____ Location of Service: _____

REQUIRED FOR INURNMENT:

- Documents:
 - DD-214 of Graduate
 - Death Certificate
 - Cremation Certificate

- Urn for Cremated Remains:
 - niche dimensions are 8 ½” wide x 10” deep x 10” high; this is the total space for 2 urns
 - Please do not purchase a wooden urn. Due to heat and high humidity these deteriorate quickly.
 - USNA urns are available through Signcraft - 410-268-2008 - two of these urns fit in a niche

- Niche Cover Engraving (mailed to Office of Memorial Affairs):
 - Completed Engraving Form
 - Check - made payable to USNA Alumni Association (\$450 - 1 engraving; \$750 - 2 engravings)

- Officiant for Service:
 - Communicated family member's religious tradition to Memorial Affairs
 - Requested a USNA Chaplain or cleared my family minister through Memorial Affairs

IF THE PERSON TO BE INTERRED HAS SERVED IN UNIFORMED SERVICE:

- Interment Flag - dimensions 5' x 9.5', cotton, made in USA
 - o Can be obtained at your local Post Office or from your funeral home

IF THERE WILL BE A CHAPEL SERVICE:

- Please note that Catholic Funeral Masses are not celebrated at the Naval Academy per the Code of Canon Law (Can. 1177).

- Music:
 - An Organist will be provided but must be informed of hymn selection no later than two weeks before service. Hymns may only be selected from the chapel hymnal.
 - Soloist or cantor may be requested through Memorial Affairs and will require an additional fee paid directly to the singer.

- Eulogies
 - There may be no more than two eulogies that total no more than 7 minutes.
- Bulletins or Programs
 - Bulletins are the sole responsibility of the family and must be printed and designed by the family. Please contact Memorial Affairs if you would like an example.
- Flowers
 - Flowers are permitted in the chapel, but there may be no more than two arrangements. Families are responsible for moving the arrangements immediately following the chapel service to whatever location they wish (i.e. cemetery, columbarium, Naval Academy Club.)

OTHER CONSIDERATIONS:

- Receptions
 - Memorial Affairs does not schedule or assist in the scheduling of a reception following services.
 - If you would like to plan a reception on the Naval Academy grounds please contact Naval Academy Catering at 410-293-2610 or catering@usna.edu
- Business Resources (Lodging, Florist, Photography/ Videography, Transportation, etc)
 - <https://www.usnabsd.com/administration/approved-business-partners/>